

ProjectDox Submittal Checklist

Grading and Erosion Control Permit (EC)

- Documents Folder
 - Copy of application that was submitted for initialization
 - CWS Service Provider Letter or Sensitive Area Prescreen
 - Approved Land Use Decision
- Drawings Folder
 - Plans are to be to scale unless otherwise specified
 - Coversheet
 - Vicinity Map
 - The proposed name of development
 - Developer's and Engineer's info
 - Name
 - Address
 - Phone number
 - Email
 - Land Use Authority Case File Number
 - Tax Map and Lot information
 - Total square footage of new and existing impervious surface within proposed public Right-of-Way
 - Index of Plan Sheets
- ProjectDox Specifications
 - Use naming convention as specified in User's Guide
 - Format plans as specified in User's Guide
 - Provide a blank area on each sheet for City of Hillsboro Plan Review Stamps as specified in User's Guide
- *Note: All private utilities will not be reviewed under this permit. If you do show private utilities, please state they are for reference only and remove all construction notes for them.*

Here is a link to the City of Hillsboro website for further information:

<https://www.hillsboro-oregon.gov/city-services-overview/permit-central/projectdox>

Public Works - Engineering Division

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